

(See [Fed. R. Civ. P. 4](#))

LR 4-1 Summons (See [Fed. R. Civ. P. 4\(a\) and \(b\)](#))

All summonses, along with sufficient copies for service, will be prepared by the filing party and presented to the clerk for issuance.

LR 4-2 Amended Summons (See [Fed. R. Civ. P. 4\(a\)](#))

An amended summons must be titled AMENDED SUMMONS, must be reproduced without interlined changes, and must be served pursuant to [Fed. R. Civ. P. 4\(c\)](#) .

LR 4-3 Service by U.S. Marshal's Personnel (See [Fed. R. Civ. P. 4\(c\)\(3\)](#))

Unless required by law or statute, or upon application for good cause shown and subsequent Court order, U.S. Marshal's Office personnel will not serve the complaint and summons in private civil actions.

LR 4-4 Waiver of Service of Summons - Option (See [Fed. R. Civ. P. 4\(d\)](#))

(a) Time Limits (See [Fed. R. Civ. P. 4\(d\)\(1\)\(F\)](#))

Unless otherwise permitted by the Court, the reasonable time to return the waiver is thirty (30) days from the date on which the request is sent, or sixty (60) days from the date if the defendant is addressed outside any judicial district of the United States.

(b) Motion to Collect the Cost of Service (See [Fed. R. Civ. P. 4\(d\)\(2\)](#))

A motion and affidavit to recover costs of service pursuant to [Fed. R. Civ. P. 4\(d\)\(2\)](#) must include:

(1) Certification of the actions taken to implement the waiver of service option;

(2) Itemization of the costs incurred in effecting service pursuant to [Fed. R. Civ. P. 4\(e\), \(f\), or \(h\)](#) ; and

(3) Explanation of the method and rates used to calculate any reasonable attorney fees associated with the motion.

Amendment History to LR 4

June 1, 2006

Generally

References to Appendix of Forms Updated

December 1, 2009

LR 4-3

Changed reference to Fed. R. Civ. P. 4(c)(3)

LR 4-4(a)

Changed reference to Fed. R. Civ. P. 4(d)(1)(F)

LR 4-4(b)

Changed reference to Fed. R. Civ. P. 4(d)(2)

Generally

Cross-references updated and reference to Appendix of Forms deleted.